

OPERATIONS MAINTENANCE SUPERINTENDENT

GRADE: 18

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Operations Maintenance superintendent performs difficult professional and administrative work in planning and supervising, through subordinates, the work of a large group of employees engaged in a wide variety of public utilities, streets, rights-of-way and storm water management operations, maintenance, construction, and repair. The work is proactive with high level contacts on matters requiring cooperation and explanation. The physical demands are moderate with somewhat disagreeable working conditions. The work by nature has a broad scope and serious impact and is performed under the general managerial direction of the Director of Public Works.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, schedules, directs, and supervises through subordinates, maintenance, operation and repair of water mains, fire hydrants, valves, pumps, service lines, water meters, sewer mains, manholes, sewer laterals, sewer pumping stations and cleanouts.
- Plans, schedules, directs, and supervises through subordinates, asphalt street repair, crack sealing, concrete repair of sidewalks and gutters, traffic sign

maintenance, snow plowing, chemical ice control, storm water apparatuses, leaf collection and street cleaning.

- Receives requests for service from citizens, contractors, engineers, architects, and the Department Director and assigns the appropriate staff for completion.
- Plans, organizes, and supervises the work of the clerical staff to meet the needs of Utilities, General Maintenance, Refuse and Motor Vehicle Divisions as well as the dispatcher, who also dispatches for the Parks and Facilities Maintenance Division.
- Receives, reviews and approves weekly and monthly reports, leave requests, time sheets, budget transfers, RCD's, purchase requisitions, purchase orders, material issue slips, and petty cash vouchers.
- Recruits, selects, assigns, and inspects the work of subordinate supervisors, and trains where necessary on work methods and proper utilization and safety precautions.
- Serves on various task forces as assigned by the Director, i.e. motor vehicle, concrete standard, smoothseal, and leaf collection.
- Serves on project teams consisting of a Chief Engineer, Contract Manager, and Civil Engineer, for Utility and General Maintenance CIPs.
- Advises the Director of Public Works of the needs for the Utilities and General Maintenance Divisions, recommends operation and managerial changes as necessary for efficient service.
- Manages the Utilities and General Maintenance budget and the preparation of the annual budget including analysis, budget estimates, and priorities.
- Attends training to meet the Superintendent and operator certification requirements as mandated by the State of Maryland in Water Distribution and Wastewater Collection.
- Develops specifications for contracts and recommends to award bids for street sweeping, debris hauling, line striping, traffic sign maintenance, masonry repair, chemical root control of sanitary sewers, repair to water distribution and sanitary sewer collections infrastructure apparatus.
- Develops programs for leaf collection, concrete repair, asphalt repair, traffic line painting, snow removal, chemical ice control, water main flushing, and chemical root control of sanitary sewers, with enhanced service and maintaining or reducing costs.
- Ensures subordinates have training available to them for State of Maryland certification in water distribution, wastewater collection, industrial and right-of-way, chemical weed control using in-house training or seminars, and short courses.
- Performs related and other duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in design and Civil

Engineering including courses in hydraulics and parameters of Water and Wastewater Systems Maintenance, plus (5) years experience in the supervision of public works activities particularly in the field of utility systems. Additional experience in street and right-of-way maintenance preferred. Must be certified as a Water and Wastewater Superintendent, and must possess Superintendent's Certification in Water Distribution and in Sewage Collection as issued by the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the practices, materials, tools and equipment used in the general maintenance of streets, storm water management facilities, and minor construction activities and ability to take proper precautionary and remedial measures.
- Extensive knowledge of the principles and practices of civil engineering as applies to the planning, design and construction and preventive maintenance of water and sewer systems and streets and drainage.
- Extensive knowledge of a wide variety of design and construction standards and the latest developments, current literature and source of information regarding water and sewer systems, construction, streets and preventative maintenance.
- Extensive knowledge of the practices, materials, tools and equipment used in street, water, general labor, repair, and minor activities of several trades.
- Extensive knowledge of the operational capacities and maintenance requirements of a wide variety of mechanical equipment.
- Ability to plan, organize and effectively supervise, through subordinates, the work of a large group of unskilled to skilled workers and equipment operators in a manner conducive to full performance, high morale and effective service.
- Ability to establish and maintain effective informal in service employee training and evaluation programs to be carried out by subordinates.
- Ability to prepare a budget and control expenditure of funds.
- Ability to establish and maintain effective working relationship with subordinates, other departments and employees, contractors, property owners and the general public.
- Ability to review complex engineering problems on the ground and to suggest and coordinate several alternative solutions.